



# Welcome to the Washington Service Corps Family

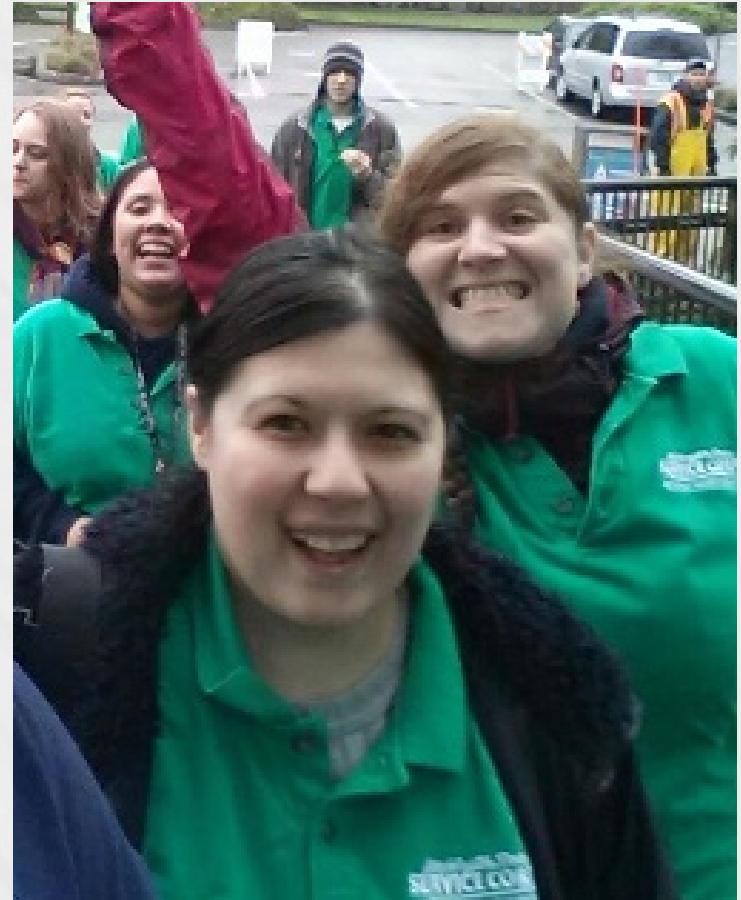
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# AmeriCorps State and National

- Largest branch of AmeriCorps
- About 80,000 positions each year
- Serving with more than 2,600 organizations
- AmeriCorps members address critical needs in communities across America
- National partners include state and local programs like the Washington Service Corps





# Washington Service Corps Overview

## Washington Service Corps (WSC)

- Statewide program with about 651 AmeriCorps and VISTA members
- Created in 1983, by the WA State Legislature
- Part of the Employment Security Department
- Programs address unmet community needs related to Disaster Preparedness, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures and Veterans & Families
- Creative partnerships with local government entities, faith and community-based organizations and nonprofit agencies



# Washington's National Service Organizations

Corporation for National & Community Service (CNCS)



Washington State Commission for National  
& Community Service (WCNCS)

The Corporation for National & Community  
Service Washington State Office (VISTA)

**Washington State  
Employment Security**





# Washington Service Corps: Structure



WSC Teams  
276 Members

Individual Placement  
and Special Programs  
289 Members

VISTA  
30 Members

Washington  
Reading Corps  
56 Members



# Individual Placement Staff Contacts



Lorraine Coots, IP Lead  
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Coordinator  
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# Focus Areas of Service

289 Individual Placement and Special Programs Members at 190 different sites

- ❖ Disaster Preparedness: 10 sites
- ❖ Economic Opportunity: 51 sites
- ❖ Education: 47 sites
- ❖ Environmental Stewardship: 42 sites
- ❖ Healthy Futures: 35 sites
- ❖ Veterans: 5 sites



# Individual Placement Sites

A	B	G	H
Focus Area	Name of Host Site Organization	County	Website - IP only
Economic Opportunity	Asian Counseling and Referral Service	King	<a href="http://www.acrs.org/">http://www.acrs.org/</a>
Economic Opportunity	Bellevue College	King	<a href="http://bellevuecollege.edu/">http://bellevuecollege.edu/</a>
Economic Opportunity	Catholic Charities of Spokane HOC Shelter	Spokane	<a href="http://www.catholiccharitiesspokane.org/?page=2">http://www.catholiccharitiesspokane.org/?page=2</a>
Economic Opportunity	Catholic Charities of Spokane St. Margaret's Community Warehouse	Spokane	<a href="http://www.catholiccharitiesspokane.org/?page=2">http://www.catholiccharitiesspokane.org/?page=2</a>
Economic Opportunity	Catholic Charities of Spokane Vinegar Flats Garden Project	Spokane	<a href="http://www.catholiccharitiesspokane.org/?page=2">http://www.catholiccharitiesspokane.org/?page=2</a>
Economic Opportunity	GRuB in the Schools	Thurston	<a href="http://www.goodgrub.org/">http://www.goodgrub.org/</a>
Economic Opportunity	ILEAP	King	<a href="http://www.ileap.org/">http://www.ileap.org/</a>
Economic Opportunity	Lutheran Community Services Northwest	Clark	<a href="http://www.lcsnw.org/">http://www.lcsnw.org/</a>
Economic Opportunity	Lutheran Community Services Northwest	Clark	<a href="http://www.lcsnw.org/">http://www.lcsnw.org/</a>
Economic Opportunity	Municipal Court of Seattle	King	<a href="http://www.seattle.gov/courts/">http://www.seattle.gov/courts/</a>
Economic Opportunity	Neighborhood House Rainer Vista Tech Center	King	<a href="http://newrainiervista.com/public/2011/01/neighborhood-house-tech-center-news/">http://newrainiervista.com/public/2011/01/neighborhood-house-tech-center-news/</a>
Economic Opportunity	Pacific Mountain Workforce Development Council	Thurston	<a href="http://www.pacmountainworkforce.com/">http://www.pacmountainworkforce.com/</a>
Economic Opportunity	Pike Market Senior Center/Downtown Food Bank	King	<a href="http://www.pikemarketseiorcenter.org/">http://www.pikemarketseiorcenter.org/</a>
Economic Opportunity	Seattle Parks and Recreation	King	<a href="http://www.seattle.gov/parks/">http://www.seattle.gov/parks/</a>
Economic Opportunity	Seattle Parks and Recreation	King	<a href="http://www.seattle.gov/parks/">http://www.seattle.gov/parks/</a>
Economic Opportunity	Seattle Parks and Recreation	King	<a href="http://www.seattle.gov/parks/">http://www.seattle.gov/parks/</a>
Economic Opportunity	Shalom Zone Non-Profit Association dba Rising Out of the Shadows (ROOTS)	King	<a href="http://www.onewarmcoat.org/index.php?fuseaction=y.view&amp;agencyId=3020">http://www.onewarmcoat.org/index.php?fuseaction=y.view&amp;agencyId=3020</a>
Economic Opportunity	Skagit Valley Family YMCA - Oasis Teen Shelter	Skagit	<a href="http://www.skagitymca.org/">http://www.skagitymca.org/</a>
Economic Opportunity	Skills, Incorporated	King	<a href="http://www.skillsinc.com/">http://www.skillsinc.com/</a>
Economic Opportunity	South Whidbey Commons	Island	<a href="http://southwhidbeycommons.org/">http://southwhidbeycommons.org/</a>
Economic Opportunity	Southwest Washington Workforce Development Council	Clark	<a href="http://www.swwdc.org/">http://www.swwdc.org/</a>
Economic Opportunity	Transitional Living for Women dba Transitions Womens Hearth	Spokane	<a href="http://www.help4women.org/">http://www.help4women.org/</a>
Economic Opportunity	Transitional Programs for Women New Leaf	Spokane	<a href="http://www.help4women.org/">http://www.help4women.org/</a>

You can find the list of our sites on our [website](#).





# Memorandum of Understanding

The purpose of the MOU is to establish the compliance expectations of the WSC Individual Placement and Special Programs.

These expectations are designed to:

- ❖ Establish effective coordination between the sponsoring organizations and the WSC
- ❖ Ensure objectives of the WSC, WA State Commission for National and Community Service, and the Corporation for National and Community Service are met
- ❖ Ensure a positive service experience for the AmeriCorps members



# Member Placement Fee

\$6,000 member placement fee (per member) of non-federal funds is due on or before October 31, 2013. Send payment to Employment Security Department, PO Box 9046, Olympia, WA 98507. Sites will be invoiced on or about September 1.

Member placement fee will be pro-rated for any member who terminates prior to serving 15% (255 hours) of their term of service. Organizations will not receive a pro-rated refund if members serve more than 15% of their term.



# Fixed Grant – Important Points

- **Timesheet timeliness and accuracy crucial**

Each month, WSC funding is based on the number of members at a given time multiplied by the percentage of hours completed.

- **No opportunity to replace members who terminate service early**
- **No quarterly in-kind match requirement**



# Member Service Agreement

The purpose of this Member Service Agreement is to provide information about member benefits, rights and responsibilities, and other expectations and conditions that govern the term of service with the WSC.

This service agreement should not be signed by any party without reviewing the detailed terms outlined in the document. Each signature at the end of this document constitutes an agreement and promise to comply with all program requirements.



# Member Position Description

**The Member Position Description outlines: service duties, supervision, and location and hours of service**

An amended position description is required if there is:

- a change in service duties
- a change in supervision
- a change in schedule





# Policies

## Washington Service Corps policy and procedures

### Important policies you should know

- [#1 Member leave](#)  (Word, 195 kB)
- [#2 Service gear and appearance](#)  (Word, 186 kB)
- [#3 SERVES training institute](#)  (Word, 188 kB)
- [#4 Member grievance](#)  (Word, 179 kB)
- [#5 Member conduct](#)  (Word, 178 kB)
- [#6 Member transfer](#)  (Word, 192 kB)
- [#7 Member deployment](#)  (Word, 186 kB)
- [#8 Reasonable accommodation](#) (Word, 70 kB)
- [#9 Member hours and allowable service activities](#)  (Word, 182 kB)
- [#10 Criminal History Background Check Policy](#)

You can access all WSC policies on our [website](#). Read all policies and review with your member(s). These policies pertain to members and supervisors.



# Prohibited Activities of AmeriCorps Members

1. Participating in efforts to influence legislation, including state or local ballot initiatives, or lobbying for the program
2. Organizing a letter-writing campaign to Congress
3. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office
4. Participating in or endorsing events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials
5. Voter registration drives



## Prohibited Activities, cont...

6. Organizing or participating in protests, petitions, boycotts or strikes
7. Assisting, promoting or deterring union organizing
8. Impairing existing contracts for services or collective bargaining agreements
9. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytizing
10. Providing a direct benefit to a for-profit entity; a labor union; a partisan political organization; or an organization engaged in religious activities



## Prohibited Activities, cont...

11. Providing abortion services or making referrals to such services
12. Participating in activities that pose a significant safety risk to participants
13. Preparing any part of a grant proposal or performing other fundraising functions to help the program achieve its match requirements, or to pay the program's general operating expenses
14. Fundraising is allowable if it provides direct support to a specific service activity, falls within the program's approved objectives, is not the primary activity of the program, and does not exceed 10% of the total hours served for any member

*Individuals may exercise their rights as private citizens and may participate in the above activities on their own initiative, on non-AmeriCorps time, and using non-Corporation funds. The AmeriCorps logo must not be worn while doing so.*



# Background Check Information

## REQUIRED DOCUMENTS

[www.NSOPW.gov](http://www.NSOPW.gov)

- FREE
- No log-in
- Run and print before interviewing
- All jurisdictions checked
- Notes next to every name
- Initial each page that you've written on
- Date printed on bottom
- Mail original (notes and initials in ink) with enrollment packet

Authorization Form

- **Sign this prior to running State and FBI checks**
- Member Authorization form is Page 2 of the enrollment packet
- Supervisor Authorization form is online
- Sign and date
- Mail original with complete enrollment packet

WATCH

- \$10 per name
- Non-profits can run free checks with account (takes 2 weeks to set up account)
- Must print full results for each name, not a transaction list
- Some searches take 1-2 weeks

FBI

- Fieldprint
- WSC pays for members only
- **Livescan** 2-3 days
- Run on selected applicant in time to receive results before sending in enrollment

Out-of-state

- Residence at time of application
- See matrix for approved list of state repositories
- Some states are inexpensive, easy, and quick
- Some are not
- Initiate prior to sending waiver
- Accompaniment

Certification Form

- For members only. Not required for supervisors.
- Page 3 of the enrollment packet
- Completed by Supervisor
- Check the boxes to show which background checks you've reviewed
- Sign and date
- Mail original form with complete enrollment packet





# Background Check Guidance



## **Guide to Criminal Background Checks**



## WSC Guide to Criminal Background Checks



# Authorization Form

- **Members must sign and date the authorization form BEFORE you run State and FBI checks**
- Page 2 of the Member Enrollment packet

**Washington State SERVICE CORPS**  
EMPLOYMENT SECURITY DETACHMENT

**Criminal History Background Check Authorization - Member**

Member Name:    
First Last

Sponsoring Organization (project agency/site name):

The Washington Service Corps is required by federal law and AmeriCorps regulations to complete a criminal history check to ensure that the community is protected, particularly children, individuals with disabilities, and individuals over 60 years old.

This background check will entail a search of the National Sex Offenders Registry, Washington State Patrol check (WATCH), a check of the state where you lived when you applied for this position, and a fingerprint-based FBI criminal history check.

You will not be officially enrolled in any WSC AmeriCorps position until the sex offender registry, WATCH, and FBI checks are complete and cleared by WSC.

- I allow the Washington Service Corps and its partners to complete a criminal background check; including NSOPR, state, and FBI checks.
- I understand that the results of these checks will be maintained by Washington Service Corps and may be shared in the event of an audit.

Answer the following three questions. Existence of a criminal conviction or juvenile adjudication may or may not, depending on the circumstances, disqualify you from consideration.

1. What state did you live in at the time you submitted your AmeriCorps application for this position?  
State of

2. Have you ever been convicted as an adult, or adjudicated as a juvenile offender, of any criminal offense by either a civilian or military court, other than minor traffic violations?  
☐ Yes ☐ No If yes, please provide date and name of offense, and date of conviction. (Use the back of page if needed)

3. Are you currently facing charges for any offense?  
☐ Yes ☐ No If yes, please provide details, including date of offense, name of charges filed, and status of charges. (Use the back of page if needed)

I certify that all of the statements made in this authorization are true, correct, and complete, to the best of my knowledge, and are made in good faith. I understand that any intentional misrepresentation or omission will result in disqualification or termination as an AmeriCorps member.

Signature:  Date:



# NSOPR Instructions

## Sex Offender Check Instructions

### Run the check:

- Go to <http://www.nsopw.gov>.
- Enter First and Last Names in the appropriate fields and click "SEARCH".
  - Names must be entered exactly as they appear on the government-issued photo ID used to verify identity.
- Read the Conditions of Use and check box to acknowledge terms of NSOPW.
- Type in the code you see in the box below the acknowledgement and click "CONTINUE".
- Click "Print View" and print the results. Supervisor *must* print out the results with the computer-generated print date indicated on the page.

### Review and document results:

- If there is a message below the individual's name that identifies a jurisdiction could not be accessed, you must keep this copy and re-run the check later, or the next day if necessary, until all jurisdictions were checked.
- If results come back with one or more names on the list, Supervisor must:
  - Select and review each name to confirm it does not correspond to the applicant.
  - Make a note next to each name as to why it is not a match.
  - **NOTE:** Address or location cannot be used to rule out a name on the NSOPR. Please use name, age, date of birth, gender, race, or picture.
  - If there isn't enough information on the main results screen to rule out a name, then you click on the name to view the details on the local jurisdiction's site. You do not need to print the detail page. Write a note on the main results printout stating what you found that ruled them out.
  - **Initial each page** of the NSOPR result.
  - If any name on the list cannot be ruled out, then the applicant must provide evidence that this is not them in order to be eligible to serve. An individual listed on the National Sex Offender Registry is not eligible to serve or work in any national service program, including WSC.

Provide the original (all notes and initials in ink) NSOPR to the WSC with the applicant's enrollment paperwork.

<http://www.nsopw.gov>



# Correct NSOPR check

This is a complete check with no records found.

First and Last names spelled correctly.

Includes all jurisdictions.

No states listed as unavailable.

Computer-generated date.

NSOPW Print View

Page 1 of 1

## National Sex Offender Search Results

0 records from a national search including all states, territories and Indian Country for First Name like *Maryanne*, Last Name like *Smithjones*

Depending on browser settings, date could appear anywhere in header or footer.

Most common are the bottom-right and top-left corners.

<http://www.nsopw.gov/en-us/Search/PrintView>

4/16/2013



# Incorrect NSOPR check

NSOPW Print View

Page 1 of 1

## National Sex Offender Search Results

0 records from a national search including all states, territories and Indian Country for First Name like *Maryanne*, Last Name like *Smithjones*

**Alabama:** The jurisdiction's service is temporarily unavailable. Please try again later.

This Check Must Be Run Again Until  
**ALL**  
Jurisdictions Are Searched





# NSOPR Check with Hits

When a list of names comes up on an NSOPR search, all names must be ruled out and documented.

A hit that cannot be ruled out by the information on this screen, must be investigated further. Click on the name to bring up details from the state where they are registered.

Make a note for each name, telling how the individual was ruled out.

Initial each page.

Send original copy with notes & initials in original ink to WSC.

NSOPW Print View

Page 1 of 1

## National Sex Offender Search Results

4 records from a national search including all states, territories and Indian Country for First Name like Mark, Last Name like Duncan

Offender	Age	State	Address
 DUNCAN, MARK		Currently incarcerated	N/A N/A, N/A N/A PRIMARY
 DUNCAN, MARK EUGENE	39	<ul style="list-style-type: none"><li>DUNCAN, MARK</li><li>DUNCAN, MARK E</li></ul> <i>different middle name</i>	<ul style="list-style-type: none"><li>HC 1 BOX 1569</li><li>WAPPAPELLO, MO 63966</li><li>WAYNE</li><li>RESIDENTIAL</li><li>208 POPLAR ST</li><li>POPLAR BLUFF,</li><li>MO 63901</li><li>WAYNE</li><li>EMPLOYMENT</li></ul>
 DUNCAN, MARK ANTHONY	30	<i>different middle name</i>	<ul style="list-style-type: none"><li>447 BASS BEND RD</li><li>CENTERVILLE, TN 37033</li><li>HICKMAN</li><li>RESIDENCE</li></ul>
 DUNCAN, MARK WESLEY	41	<ul style="list-style-type: none"><li>DUNCAN, MARK WESLEY</li></ul> <i>different middle name</i>	

Address can NOT be used to rule out a hit

P.S.



# NSOPR State Details

You Do NOT need to print this screen for WSC.

View it to find an age, birth date, gender, race, middle name, or picture to rule them out.

Do NOT use address or location, except if the person is listed as incarcerated.

Information will be found in different locations on the pages for different states.

Wisconsin Department of Corrections  
SOR Registrant Information

Registrant: MARK DUNCAN  
DOC ID#: 00455644  
Alias(es): MARK A DUNCAN

Gender: M  
Race: BLACK  
Age: 28

Description Detail  
Height: 6 FT 2 IN  
Weight: 170  
Eye color: BLACK  
Hair color: BLACK

Photos Click a photo to view a larger version for display or printing

Photo(s) Taken: 06/22/2012

Offense Requiring Registration  
Conviction date: 11/20/2003  
Conviction county: MILWAUKEE  
Conviction state: WI  
Criminal code: 948.02(2): Second-Degree Sexual Assault of a Child

Sex Offender Registry Status  
Custody/supervision: INCARCERATED  
Registration begin: 11/20/2003  
Registration end: LIFE REGISTRATION  
Compliance status: COMPLIANT

Note: Compliance indicates that an offender is meeting registration requirements with the Sex Offender Registry Program. When indicated, some or all offense information may be unavailable from the court of jurisdiction.

Residence: INCARCERATED

Notices & Disclaimers  
Offender Search  
By Name  
By Location  
Mapping & Notification  
Program Information  
Sex Offender Registry  
Victim Services  
Community Notification  
Agency Contacts  
For Your Information  
Wisconsin  
Most Wanted  
Frequent Questions  
Terms & Definitions  
DOC Publications  
Related Web Links  
What's New?



# WATCH

## WATCH Check Instructions

For Members and Covered Staff in schools, see Instructions for Optional Use of OSPI WATCH and FBI Check.

### To run the check and obtain results:

- Go to <http://watch.wsp.wa.gov>
- Log in and click on "Criminal History Request: Process Criminal History Requests".
- Enter first & last name and date of birth as they appear on government issued photo ID. Middle initial, gender, and race are optional.
- Results will come to your WATCH "In Box".  
**NOTE:** Printouts of transaction history logs or list of results in an in box do not meet compliance requirements and this method of providing the results will not be approved by WSC as the required documentation.
- Click on each person's result and print each full-page results report (Web Search No Record Found Report or Web Search Transcript).

### To review and document the results:

- To be automatically cleared, the results on this check must come back in one of two ways with the results either reading, "No Record" or "No Exact Match", which means there is no conviction record in the WSP database that matches the search criteria.
- If the record shows "No Exact Match", but there is a "candidate list" of one or more names at the bottom, then you must check each name on the list and document how it is not the person you are checking. Name, gender, and date of birth are the most common ways to rule them out. You must initial each page of this candidate list.  
**NOTE:** If one of the individuals on the candidate list turns out to be your applicant, then you must print the record for that name and follow the instructions below for when a record is found.
- If the record shows "Duplicate Match", this is not cleared and does not meet compliance requirements. Follow instructions on the printed Web Search Transcript to send additional information to WSP so they can do a more in-depth review of the record. If results are not narrowed down after the second check, WSP will require a thumbprint to be sent in so they can match the correct record.
- If a criminal record is found for your applicant, print the complete Web Search Transcript. You must verify that the individual does not have any murder convictions or any convictions that requires them to register as a sex offender.

Send the original completed WATCH Check to the WSC with the enrollment paperwork. WSC must receive the original printout with any notes in original ink.

<http://watch.wsp.wa.gov>



# Correct WATCH

No Record Found Report is the screen to print for anyone who has no criminal convictions in Washington State.

Before sending this in to WSC, verify that the name and date are correct according to the government issued ID used to verify their identity.

**WSP WATCH**  
WASHINGTON STATE PATROL  
WASHINGTON ACCESS TO CRIMINAL HISTORY

**Web Search No Record Found Report**

Washington State Patrol  
Identification and Criminal History Section  
P.O. Box 42633  
Olympia, Washington 98504-2633  
Telephone (360) 534-2000

THE FOLLOWING WEB SEARCH NO MATCH FOUND REPORT  
IS FURNISHED FOR OFFICIAL USE ONLY

This report was generated from a transaction run on 08/20/2010 at 11:17  
Conviction Criminal History RCW 10.97.050(1)

Pursuant to the purpose of inquiry, **NO RECORD** was found in the Washington State  
Criminal History Repository based on the descriptors provided:

**[REDACTED], SAMANTHA DOB 11/02/1988**

This may mean that the person you searched for has no criminal conviction record OR  
that your search criteria did not match the spelling of the person's name or date of  
birth.

Positive identification or non-identification in the Washington State Patrol's database,  
can only be determined by fingerprint comparison.





# Incorrect WATCH

After submitting your request, the results come to your "IN BOX"

This check is not yet complete. DO NOT print this screen.

**Click** the underlined result to display the report for each individual checked.

**WSP**

**WATCH**  
WASHINGTON ACCESS TO CRIMINAL HISTORY

Help Guide | Home | Account Management | View Reports | Criminal History Request | Obtain RAPSheet by SID# | WATCH Inbox | Archive | Forms | FAQ | Logout

IN BOX

CLICK Underlined Result To Display Report

Subject	Date Run
Total Notary Requests in the current order : 0	
<u>No Record Found</u>	<Last Name, First Name> DOB 11/21/1984 SEX M RAC U PUR R 07/27/2012

Legend

- ☒ No Record Found
- ☐ Exact Match
- ☐ Candidate List
- ☐ Possible Duplicate Match Found
- ☒ Failed Search In Progress Try Again

Help Guide | Home | Account Management | View Reports | Criminal History Request | In Box | Archive | Logout | Contact Account Administrator | FORMS | Frequently Asked Questions



# WATCH with Hits

Web Search Transcript is what you get if there is a possible record found.

While the results say no exact match was found, this one includes a **candidate list** of records with similar criteria to what you entered.

You must make notes (name, DOB, gender, etc) why each name listed is not your applicant, then initial each page.

**WSP WATCH**  
WASHINGTON ACCESS TO CRIMINAL HISTORY

**Web Search Transcript**  
Washington State Patrol  
Identification and Criminal History Section  
P.O. Box 42633  
Olympia, Washington 98504-2633  
Telephone (360) 534-2000

THE FOLLOWING TRANSCRIPT OF RECORD  
IS FURNISHED FOR OFFICIAL USE ONLY

This report was generated from a transaction run on 08/20/2010 at 11:01  
Conviction Criminal History RCW 10.97.050(1)

Pursuant to the purpose of inquiry, **NO EXACT MATCH** was found in the Washington State Criminal History Repository based on the descriptors provided:

██████████, CHRISTOPHER R DOB 01/30/1958

This may mean that the person you searched for has no criminal conviction record OR that your search criteria do not match the person's name spelling or date of birth.

WATCH did return the following **candidate list** based on the provided search descriptors:

*MS*

SID	NAME	SEX	RACE	HT	WT	EYES	DOB
1. WA17745956	██████████ CHRISTOPHER	M	W	600	165	BLU	10/01/1962 D.O.B.

RightThumb Print(Opt)





# WATCH – Possible Duplicates

If the report comes back and says possible Duplicate Match or Duplicate Record, then you must take additional steps in order to complete the check.

Follow the instructions in the lower section of the report to request a more advanced search from the Washington State Patrol.

## WSP WATCH WASHINGTON ACCESS TO CRIMINAL HISTORY

### Web Search Transcript

Washington State Patrol  
Identification and Criminal History Section  
P.O. Box 42633  
Olympia, Washington 98504-2633  
Telephone (360) 534-2000

#### THE FOLLOWING TRANSCRIPT OF RECORD IS FURNISHED FOR OFFICIAL USE ONLY

This report was generated from a transaction run on 08/10/2012 at 09:33.

Child/Adult Abuse Information Act RCW 43.43.830-845

Pursuant to the purpose of inquiry, a possible **DUPLICATE RECORD** was found in the Washington State Criminal History Repository based on the descriptors provided:

**DOB 06/19/1980 SEX F RAC U PUR R**

Please refer to the following instructions to resolve this possible duplicate match result.

A possible **DUPLICATE MATCH** indicates there may be two or more exact name and date of birth matches to the search criteria used. For a more advanced search to determine if there is a true duplicate match, fax this Web Search Transcript to (360) 534-2073. Please include your WATCH account number, user name, telephone, and fax number. If you do not have access to a fax machine you may mail this to the address at the top of this transcript. Faxed requests typically take 24-48 hours to process during normal business hours.

If your applicant has a Compromised Identity Claim (CIC) on file with the Washington State Patrol Identification and Criminal History Section include a copy of their CIC card with this Web Search Transcript to receive the RAPSHEET associated with the SID number on their CIC card.

If a true duplicate, a thumbprint will be required to receive the final results otherwise the results will be returned to you. Please call (360) 534-2000 or e-mail watchhlp@wsp.wa.gov if you have questions.

Right Thumb Print (Optional)



# FBI

## General Overview:

- FBI checks must be done at FieldPrint
- Website is different for members and supervisors (except for WorkSource Supervisors)
- WSC pays for member checks – the code is emailed to supervisors
- Sites pay for supervisor checks (except for WorkSource Supervisors)
- Results are kept online for a limited amount of time
- Once downloaded, results are deleted
- **DO NOT ACCESS RESULTS ON YOUR PHONE**





# FBI - Members

## Member FBI Check Instructions

### Steps to get fingerprinted:

1. Go to [www.fieldprint.com](http://www.fieldprint.com) and enter the code provided by your Project Site Supervisor.
2. Follow the instructions to register with Fieldprint.
  - a. Enter legal first and last name exactly as it appears on your government-issued photo ID. This must be the ID submitted to WSC to verify identity.
  - b. Enter **Personal Review** when asked the reason for your request.
  - c. Check **No** when asked if this is for employment, licensing, or apostille.
3. Fieldprint will review the information and send an email that the registration is approved (usually within a couple business hours).
4. Log in, click "Continue Scheduling" and complete the demographic information.
5. When Service Site is requested, enter your sponsoring organization (project site).
6. Select a Fieldprint Livescan location and schedule your fingerprinting appointment.
  - a. **Members must choose "Livescan" locations clearly defined as "Fieldprint Site" in the location name, and "Preferred Site" in the Notes field.** All other locations will require your project site to get approval from WSC prior to scheduling your appointment.

**NOTE:** Cancellation/rescheduling fees apply if you do not show up at your scheduled time and fail to cancel/change at least 24 hours in advance.

### Steps to take after fingerprinting:

1. You will receive an email from Fieldprint indicating your results are ready.

**NOTE:** Call Fieldprint if you do not receive this email within 2 days of fingerprinting.
2. Follow the instructions in the email to log in and retrieve your record on a computer with a printer. **DO NOT access your results from a mobile device!** This will cause an error that will require you to re-do the process and create an additional charge for your project site.
3. When asked for permission to share the results with WSC, you must answer "Yes" in order to be eligible to serve and for WSC to pay for this FBI check.
4. Print the results and deliver to your Supervisor ASAP (they must submit this with your enrollment paperwork 2 weeks prior to your start date).

Contact Fieldprint customer service team with any issues or questions at:  
1-877-614-4364 or [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).

Give these instructions to the member (from the Guide to Criminal Background Checks)



# FBI - Members

## Fieldprint Registration

Name and birth date must be entered exactly as shown on government-issued photo ID

Check "Yes"

Reason for Request: "Personal Review"

The screenshot shows the 'Qualification Form' on the Fieldprint website. The form is divided into sections: 'Applicant Information', 'Applicant Home Address', and 'Reason for Request'. Annotations with blue arrows point to specific fields:

- Applicant Information:** Arrows point to 'First Name', 'Last Name', 'Middle Name 1', 'Middle Name 2', 'Date of Birth', and 'Last Four Digits of Social Security Number'.
- Applicant Home Address:** An arrow points to the 'Address' field.
- Reason for Request:** An arrow points to the 'Reason for Request' dropdown menu.
- U.S. Citizen or Legal Permanent Resident:** An arrow points to the 'Yes' checkbox.
- Country of Citizenship:** An arrow points to the 'United States of America (USA)' selection.
- Country of Residence:** An arrow points to the 'United States of America (USA)' selection.
- Is this request for employment, licensing, or an apostille?:** An arrow points to the 'No' checkbox.

At the bottom of the form, there is a 'Continue Form and Continue' button.

Country of Citizenship must be USA

Fieldprint cannot run your check if you say you are not a Citizen of the USA

Check "No" This is not for employment.





# FBI - Members

- Member will receive an approval email
- Log back in
- Complete demographic info
- Enter organization name on screen below

**Fieldprint** Welcome, maduncan@esd.wa.gov! [Logout](#) [English](#) [Español](#)

1 Data Collection 2 Time and Location 3 Confirmation

**Additional Information** We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

Organization that sent you to this website or the processing agency requests the following additional information.

**Service Site:**

[Save and Continue](#) [Back](#)

Enter name of organization that you will be serving with.

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# FBI - Members

## Fieldprint Scheduling

The scheduling page will default to search from your home address.

You can search from any zip code or city/state in the U.S.

**Members must use Fieldprint Livescan sites.**

If this causes a hardship, please contact your supervisor to work with WSC on a possible solution.

**Do NOT use non-livescan locations.**

The screenshot shows the Fieldprint scheduling interface. At the top, there are three steps: 1. Data Collection, 2. Time and Location, and 3. Confirmation. The current step is 2, Time and Location. Below this, there is a section titled "Schedule Your Visit" with a sub-header "Find a Fingerprinting Location". It prompts the user to enter their home, work, or other convenient address below and click the Find button. A map on the right shows the location of the selected site. Below the map, there is a table of locations with columns for Location Name, Distance, Hours of Operation, and Notes. The table lists five locations, with the first three marked as "LIVESCAN" sites and the last two as "NOT LIVESCAN" sites. Red arrows point from the text "Do NOT use non-livescan locations." to the last two locations in the table.

Location Name	Distance	Hours of Operation	Notes
1. Fieldprint Site - PostNet 1121 Harrison Avenue Bellevue, WA 98001	43.1 mi	PM 8A 10:30 AM - 02:00 PM	Livescan No Additional Fee Expedited Processing
2. Fieldprint Site - The Green Box 2745 Martin Way East Indian Creek Business Center, Suite C, or door to right of main entrance Olympia, WA 98506	45.3 mi	PM 08:00 AM - 04:30 PM	Livescan No Additional Fee Expedited Processing
3. Fieldprint Site - Minuteman Press 1111 A Street (between 11th St & 12th St, across from post office) Tacoma, WA 98402	67.7 mi	PM 08:00 AM - 04:30 PM	Livescan No Additional Fee Expedited Processing
4. Hoquiam Police Department 218 10th Street Hoquiam, WA 98550	3.6 mi	M-TU-W-TH-F 07:00 AM - 07:00 PM PM Available by appointment only	\$7.00 - Site Fee Request Appointment
5. Grays Harbor County Sheriff's Office 100 West Broadway Suite 3 Montezuma, WA 98563	10.3 mi	F 08:00 AM - 04:30 PM PM No appointment required	\$10.00 - Site Fee Accepts Residents Only Availability
6. Westport Police Department 1000 1st Street Westport, WA 98591	16.3 mi	F 08:00 AM - 05:00 PM PM No appointment required	\$10.00 - Site Fee Accepts Residents Only





# FBI - Members

## Fieldprint Appointment Confirmation

Your organization will be charged \$25 if the member cancels or changes the appointment with less than 24 hours notice

**Available Dates and Times**

Enter a date (mm/dd/yyyy) or select an available date from the calendar:

03/19/2013

< March 2013 April 2013 >

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
		1	2	3	4	5
						6

**Get Available Times**

You are about to schedule an appointment for 03/19/2013 at 12:00 PM.

Location Name: Fieldprint Site - The Green Box

Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

Click **Continue** to schedule this appointment.  
Click **Cancel** to select another appointment time.

**Continue** **Cancel**

**Available time on:** March 19, 2013

**Afternoon:** 12:00 ☐

**Evening:** 5 PM - 11 PM ☐



# FBI - Members

If a member accesses Fieldprint results on a phone, they will have to be fingerprinted again and your organization will be charged \$48





# FBI - Members

## Sharing results with WSC

After downloading results, this screen comes up.

Members must agree to share results electronically with WSC in order to be eligible.

Remember to click "Save and Continue"

**Fieldprint** Welcome, jpublic@domain.com! Logout English Español

**Need More Help?**  
[Frequently Asked Questions](#)

**Results**

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

**Please save or print your Criminal History Record Information; per FBI requirements, the results will be removed from the website after they are viewed.**

Your criminal records results have been downloaded. If you did not receive the download, please [click here](#) to try again.

**Storage of Your Criminal History Record Information**

If you would like Fieldprint® to retain a copy of your results on this system for seven days, so you can view them again, please check the box below.

I authorize Fieldprint to retain my criminal records search results for seven days: ☐

**Sharing of Your Criminal Records History Report**

Do you authorize Fieldprint to electronically share your results with Washington Service Corps?

☐ Yes ☐ No

**Save and Continue** **Back**

**Challenging Your Criminal Records History Report**

Once you have received and reviewed your record response, if you believe it contains inaccurate or incomplete information, you may request a change or correction by contacting the agency or agencies that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division. The CJIS Division serves as the nation's central repository and custodian for fingerprints and related criminal history record information. As custodian of such arrest information, the CJIS Division does not have the authority to modify any criminal history record information unless specifically notified to do so by the owner of the information.

Please go to the FBI website for more information about challenging a report.  
<http://www.fbi.gov/about-us/cjis/background-checks/challenge-of-a-criminal-record>

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# FBI Results

Candidate's  
name and  
address will  
appear here

Candidate's  
name will  
appear here.  
This name  
must match  
the name  
listed on the  
WATCH,  
NSOPR, and  
authorization  
form.

1-787 (Rev. 05-25-2012)



U.S. Department of Justice  
Federal Bureau of Investigation  
Criminal Justice Information Services Division  
Clarksburg, WV 26306

DATE: 06-18-2013

The Criminal Justice Information Services (CJIS) Division of the Federal Bureau of Investigation has completed the following fingerprint submission:

Subject Name: [REDACTED] Search Completed Result: 6-18-2013

A SEARCH OF THE FINGERPRINTS PROVIDED BY THIS INDIVIDUAL HAS REVEALED NO PRIOR ARREST DATA AT THE FBI.

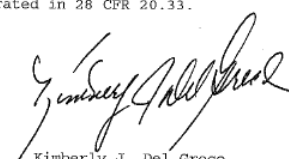
Social Security number: XXX-XX-XXXX

The result of the above response is only effective for the date the submission was originally completed. For more updated information, please submit new fingerprints of the subject.

In order to protect Personally Identifiable Information, as of August 17, 2009, FBI policy has changed to no longer return the fingerprint cards. This form will serve as the FBI's official response.

Any questions may be addressed to the Customer Service Group at (304) 625-5590. You may also visit the Web site at [www.fbi.gov](http://www.fbi.gov) for further instructions.

This Criminal History Record Information (CHRI) is provided pursuant to 28 CFR 16.30-16.34 solely for you to conduct a personal review and/or obtain a change, correction, or updating of your record. This CHRI is not provided for the purpose of licensing or employment or any other purpose enumerated in 28 CFR 20.33.

  
Kimberly J. Del Greco  
Section Chief  
Biometric Services Section  
Criminal Justice Information  
Services Division

RECEIVED  
JUN 20 2013  
WA Service Corps

Date the  
check was  
run

This result is for  
someone with  
no arrest of  
conviction data  
whatsoever in  
the FBI database





# Out of State Checks

## Out-of-State Check Instructions

Required for anyone living outside of Washington State at the time of application to the AmeriCorps position

Please refer to the most current WSC List of Approved Out-of-State Repositories to find the information for the state in which the individual resided at the time of application. These are the only approved state repositories that are authorized by WSC to provide the results. The use of any other agency or vendor for obtaining these results is prohibited and will not satisfy the requirements of this check. Information in this list will help you to assess the cost, process, requirements, and turnaround time for the state of residence check on each applicant you may be considering.

The Out of State check should indicate that the applicant did not have any convictions for murder, or for any crime that would required the individual to register as a sex offender.

### Out-of-State Waiver Request

If out-of-state check results cannot be obtained by the enrollment deadline and the check was initiated before sending the enrollment packet to WSC, then the enrollment documents must include a completed WSC Criminal Background Check Out-of-State Waiver Form.

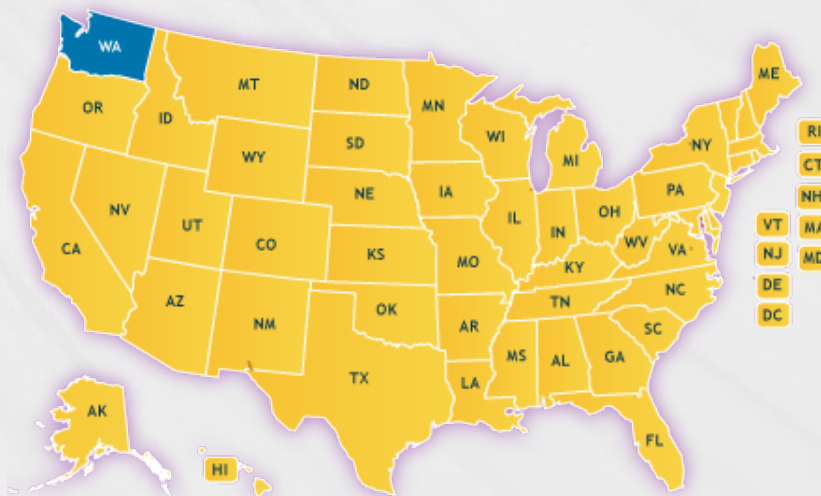
If the waiver is not completed in full, the applicant will not be eligible to start on the originally anticipated start date. This will move the applicant's start date forward to the next scheduled WSC program start date, provided that the additional information necessary is provided to the WSC by the corresponding deadline for that next start date.

The check must be initiated prior to submitting a waiver form. The waiver form does not forego the check, it only allows the member to enroll and begin service while the results are pending. You must provide the results to WSC as soon as they are available.

Any member enrolled with a waiver will be subject to accompaniment requirements during all hours of service until the results are received and approved by WSC. Accompaniment means that someone who is cleared for access to vulnerable populations must be in the physical presence of the member at all times.

**Note:** Supervisor should notify their WSC Program Coordinator if efficiencies, cost-savings or other resources beneficial to other program supervisors are discovered while working with the repositories listed.

- Required for anyone living outside of Washington State at the time they applied for the AmeriCorps position
- The list of State Repositories at the end of the Guide for Criminal Background Checks shows each state's website and costs of the check.
- Checks will be accepted ONLY IF acquired via the approved repositories.





# Out of State Checks

## California



- WSC will only allow a site to enroll members from California if the site has a staff member approved by the California Department of Justice as a Custodian of Record.
- Please check the State Repository list in the Guide for more details on this process

## Arizona




- If you select a candidate from Arizona there is currently an exemption from obtaining a check from the State of Arizona.





# Certification Form

  
**Criminal Background Check Certification**

---

Sponsoring Organization:

Member Name:    
First Name Last Name

Please check appropriate boxes below.

☒ NSOPR reviewed and results sent to WSC

☒ WATCH reviewed and results sent to WSC

Check ONE of the following:

☐ FBI check results reviewed and sent to WSC  
-OR-  
☐ FBI check initiated and waiver submitted to WSC while awaiting results

Check ONE of the following:

☐ Out-of-state check NOT REQUIRED for this individual  
-OR-  
☐ Out-of-state check results REVIEWED and sent to WSC  
-OR-  
☐ Out-of-state check initiated and waiver submitted to WSC while awaiting results

I certify that we have reviewed the results of these criminal background checks and we have considered those results in the decision to select this member.

Project Supervisor Name:

Project Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

- Page 3 of the Member Enrollment Packet
- Supervisor must complete this form prior to enrolling the member**
- Mark the box for each check
- Sign and date
- Mail original, signed copy with complete enrollment packet



# FBI - Supervisors

- Supervisors and members complete same background checks. The FBI process is different for supervisors and members.
- Go to [www.fieldprintfbi.com](http://www.fieldprintfbi.com) (Website is different for members!)
- Register, schedule, and pay online with credit card
- Check the box to save results for 7 days
- Print the results
- Send original results to WSC with other background check documents (authorization form, NSOPR, WATCH) immediately.



# Background Check Questions?

Background check questions for program year 2013 -2014 should be directed to:

**Mark Duncan**

**WSC Compliance Coordinator**

**[maduncan@esd.wa.gov](mailto:maduncan@esd.wa.gov)**

**360-725-9543**



# Networking Lunch

1 hour





# Enrollment Forms

The enrollment packet, instructions, and background check information are on our [website](#).



## Washington Service Corps enrollment forms

You can type your information right into the Member Enrollment Packet PDF. To do so, first save the file to your computer or network and then reopen it using Adobe Reader.

- [Member Enrollment Packet 2013-2014](#) (PDF, 3 MB)
- [Instructions for completing WSC enrollment packet](#) (PDF, 118KB)
- [Guide to Criminal Background Checks](#) (PDF, 2.8 MB)
- [FBI Check handout for members](#) (PDF, 1.1MB)



# Enrollment Packet Due Dates

- **All** enrollment paperwork, including criminal background checks, are due at WSC prior to the member's start date.
- Use NEW forms located on WSC website.
- Incomplete packets will delay member's enrollment to the next scheduled start date.

Start Date	Paperwork Received by WSC
9/1/13	08/19/13
9/16/13	09/03/13
10/1/13	09/16/13





# Enrollment Packet

**Washington State  
SERVICE CORPS**  
EMPLOYMENT SECURITY DEPARTMENT

**Enrollment Checklist**

First Member Name (as it appears on their Government-issued photo I.D.)	Last MI	Start / End Dates: (please check the appropriate term)	Enrollment Packets Due:
		<input type="checkbox"/> 09/01/13 - 07/15/14	8/16/13
		<input type="checkbox"/> 09/16/13 - 07/31/14	9/01/13
		<input type="checkbox"/> 10/01/13 - 08/15/14	9/16/13
Sponsoring Organization (Project Site) Name			

**Step 1** Confirm Member eligibility:

- ☐ Background Check Authorization Form (Member must sign and date this form prior to running background checks)
- ☐ Citizenship or Lawful Resident Eligibility Verification ([Instructions](#))
- ☐ Government-Issued Photo Identification ([Instructions](#))

**Step 2** Project Supervisor is responsible to conduct the required Member Criminal Background Checks:

- ☐ National Sex Offender Public Records (NSOPR) Check ([Instructions](#))
- ☐ Washington State Patrol (WATCH) Check ([Instructions](#))
- ☐ Out of State Check, if applicable ([Instructions](#))
- ☐ FBI Check ([Instructions](#))

**Step 3** ☐ Criminal Background Check Certification (signed by Project Supervisor) ([Instructions](#))



Eligibility confirmed and background checks done? Proceed to the next step.

**Step 4** The Member completes, signs, and/or provides the following enrollment forms and documents:

- ☐ On-Payroll Form ([Instructions](#))
- ☐ W-4 Form ([Instructions](#))
- ☐ Social Security Card ([Instructions](#))
- ☐ Electronic Funds Transfer (EFT) Authorization Form ([Instructions](#))
- ☐ National Service Trust Enrollment Form ([Instructions](#))
- ☐ AmeriCorps Application and Two References ([Instructions](#))
- ☐ Verification of Satisfactory Performance for Most Recent Term of Service, if applicable ([Instructions](#))
- ☐ Health Insurance Form ([Instructions](#))
- ☐ Health Insurance I.D. Card (if applicable) ([Instructions](#))

**Step 5** Project Supervisor meets with the Member, reviews and signs the following:

- ☐ Member Service Agreement ([Instructions](#))
- ☐ Member Position Description ([Instructions](#))
- ☐ I-9 Form ([Instructions](#))

**Step 6** Submission of enrollment packet by Project Supervisor:

- ☐ Assemble all required paperwork in the order it appears on this form.

**The complete enrollment packet must be submitted to WSC by the due date. You can mail to us via USPS to PO Box 9046, Olympia WA 98507, or send via Federal Express or UPS to our physical office location ([click here for our physical address](#)).**

**Packets must arrive no later than the required due date for the member to begin service on the planned start date. Please ensure that enrollment packets contain all of the completed forms and required documentation. If paperwork is not complete, the enrollment may be delayed until the next scheduled WSC start date.**

- The Enrollment Packet is a fillable form
- All necessary documents are in one PDF
- Follow the Enrollment Packet Instructions to help you submit all the required documents accurately.



# Retention Strategies

Being upfront about the benefits and challenges of national service can help your members successfully complete their term of service.

Here are some ways to recruit for retention:

1. **Communication** – It begins when you have accurately described the volunteer position during the interview.
2. **Position Description** – Create an accurate description of what the member will be doing. List important tasks and expectations.
3. **Agency Orientation** – An orientation should cover the agency's history, mission, programs, population served, and staff introductions, and help to incorporate the member into your agency.



# Retention Strategies

4. **Training** – Members should be given adequate training for the tasks required of the position. Members are allowed up to 340 hours of training that enhances their ability to be successful in their placement.
5. **Supervision** – Members need to know to whom they should turn with a question or for feedback, as well as how the supervisor will be evaluating their service.
6. **Evaluations** – members have a right to grow professionally and therefore require constructive feedback of their service.
7. **Recognition – Recognition – Recognition** – it's what makes us all perform better in our professional lives.



# Performance Measures & Reporting

Quarterly you  
submit progress  
reports to WSC

## Quarterly Progress Report - Demographics

The AmeriCorps Demographics Report provides information that Corporation staff use to monitor grantee progress and respond to requests from Congress and other stakeholders. Some information provided in the report may be used to promote service. In addition, program staff use the information provided to identify trends and issues that may lead to changes in policies and procedures, allocation of training and technical assistance, or opportunities for peer learning.

Googledoc  
includes:

Volunteer  
Data

General  
Information

Performance  
Measures



# Quarterly Demographic Report

## Volunteer Generation

- Number of new unduplicated volunteers recruited by AmeriCorps member
- Number of new and returning volunteers retained by AmeriCorps member
- Number of Baby Boomers (born 1946 – 1964)
- Number of Veterans
- Total number of Volunteer Hours contributed
- Identify the volunteer recruitment & retention strategies used this quarter

## General Information

- Number of Disadvantaged Children/Youth Served by AmeriCorps Member
- Number of Individuals Mentored by your AmeriCorps Member
- Number of Individuals Assisted with Independent Living





# Quarterly Reporting

## Primary Performance Measure Example

- Number of unduplicated individuals completing an AmeriCorps supported educational or training opportunity
- Number of unduplicated individuals who indicate increased awareness or knowledge of topic

## Secondary Performance Measures Example

- Number of unduplicated individuals receiving job training and other skill development services
- Number of unduplicated individuals who demonstrate increased job readiness



# Site Specific Performance Measures

Site specific measures get  
emailed to your WSC Project  
Coordinator quarterly

**WSC Individual Placement Program 2013-2014 Program Year**

Project Performance Measures	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Percentage of PY goal met	Reasons for not meeting quarterly expected progress
2012-2013 Goals	25%	50%	75%	100%	(Indicate quarter before explanation.)	
					#DIV/0!	
					#DIV/0!	
					#DIV/0!	
					#DIV/0!	
					#DIV/0!	
					#DIV/0!	



# Member Training Plan

The project supervisor must provide, or arrange for, and track training to ensure members achieve WSC required training competencies.

*Note: Add your two site specific training objectives listed in your project application in the spaces provided at the end of the Training Plan document.*

The training plan should be kept on site with the member file.

The project supervisor and member will use the **WSC Training Plan** to:

Track completion of required trainings, including the dates and title of trainings completed.

The Washington Service Corps will ask for the progress on member training during quarterly progress reports, member performance evaluations, and during annual monitoring visits.



# Member Training

- ❖ SERVES, October 28 – 30, 2013 in Yakima, WA – Mandatory
- ❖ Workshops presented at the SERVES conference address many of the core training areas however, should the member not get the required training at SERVES, it will be the responsibility of the site to provide that training.
- ❖ WSC Core Trainings include:
  - ✓ AmeriCorps Orientation
  - ✓ Cultural Competency
  - ✓ Volunteer Recruitment, Training & Management
  - ✓ Effective Communication
  - ✓ Leadership Skills Development
  - ✓ Performance Measurement
  - ✓ Life After AmeriCorps





# Performance Evaluations

AmeriCorps members' performance will be evaluated by you twice a year. This is designed to be an interactive process that promotes professional and personal growth.



Due dates:

- January 31<sup>st</sup>
- June 30<sup>th</sup>

The Evaluation Form  
is located on WSC I.P.  
website





# Timesheets

- ❖ A timesheet must be completed for each month of service using the Excel member timesheet workbook.
- ❖ **Round time to the quarter hour: 8.25, 8.5, or 8.75.**
- ❖ Both the member and the site supervisor must sign and date the timesheet in ink **after the last day of the month.**
- ❖ Mail original timesheets to your WSC Program Coordinator within one week after the end of the month.
- ❖ Maximum hours allowed to be claimed for a day is 14. If members supervise overnight trips, they must be given a rest period.
- ❖ Timesheets containing errors will be returned.
- ❖ If changes need to be made to the timesheet later, submit a revised timesheet as soon as possible. **“REVISED”** must be written across the top of the timesheet. **Retain copies** of all signed member timesheets in member file onsite.
- ❖ For further guidance on service time refer to WSC Policy # 9, Member Hours and Allowable Service Activities.



# Timesheet (Excel) Workbook



Prefill all three lines on the September tab

LEAVE THIS BLANK.  
Supervisor should not sign here. (This line is used for TEAMS sites.)

Member Signs Here

Supervisor Signs Here

Tabs for each month & totals. Make sure member selects the correct month

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T				
1																					<b>Washington Service Corps</b>			
2																					<b>Member Timesheet</b>			
3	<b>DO NOT SIGNITE OUT. CROSSING OUT OF HOURS IS NOT ALLOWED.</b>																							
4	<b>Member Name:</b>										<b>Month / Year:</b> September-12													
5	<b>Project Organization Name:</b>										<b>Member Service Location:</b>													
6	<b>WSC Program Coordinator:</b>										<i>if different from Project Organization</i>													
7	<b>Instructions:</b>																							
8	In the daily boxes, please list any hours spent in service, any hours spent in training and any hours in fundraising in direct support of the project.																							
9	Only round to the nearest quarter hour if necessary (e.g. 8.25, 8.5, or 8.75).																							
10	No AmeriCorps*State member may spend more than 10% of their total hours in fundraising.																							
11	No AmeriCorps*State member may spend more than 20% of their total hours in training.																							
12	<b>Please sign the form in ink on or after the last day of the month and submit to your Supervisor.</b>																							
13	<b>Pay period for days 1st - 15th</b>																							
14	<b>Calendar date:</b>																							
15	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	<b>Sub-Totals</b>								
16	<b>Service Hours:</b>															<b>0.00</b>								
17	<b>Training Hours:</b>															<b>0.00</b>								
18	<b>Fundraising Hours:</b>															<b>0.00</b>								
19																<b>0.00</b>								
20	<b>Pay period for days 16th-30th</b>																							
21	<b>Calendar date:</b>																							
22	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<b>Sub-Total</b>		<b>Month Total</b>						
23	<b>Service Hours:</b>															<b>0.00</b>		<b>0.00</b>						
24	<b>Training Hours:</b>															<b>0.00</b>		<b>0.00</b>						
25	<b>Fundraising Hours:</b>															<b>0.00</b>		<b>0.00</b>						
26																<b>0.00</b>		<b>0.00</b>						
27	<b>REQUIRED</b>																							
28	<b>MEMBER:</b> By your signature, you certify that the above time represents actual service and training hours during this period.																							
29																								
30	<b>Member Signature (in ink)</b>										<b>Date</b>													
31																								
32																								
33																								
34																								
35																								
36																								
37																								
38	<b>PROJECT SUPERVISOR:</b> I certify this member is eligible for pay in accordance with policies in the Member Contract.																							
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**Site Reviewer (If applicable):** I verify that, to the best of my knowledge, the above time represents actual service and training hours during this period.

**Site Reviewer Signature (in ink)** **Date**

*\*Site Reviewer is someone serving as a member placement site who may act as an emergency point of contact for the member providing the service, but whom is not an identified "Covered Staff" per WSC procedures.*

**Sept** **Oct** **Nov** **Dec** **Jan** **Feb** **Mar** **Apr** **May** **Jun** **Jul** **Aug** **Totals**



# Timekeeping Tracking Tool

The timekeeping tracking tool is on our website.

Member Start Date	Total hours served to be on track at the end of each pay period*									
	15-Sep	30-Sep	15-Oct	31-Oct	15-Nov	30-Nov	15-Dec	31-Dec	15-Jan	31-Jan
Sept 1	81	162	243	324	405	486	567	648	729	810
Sept 16	x	81	162	243	324	405	486	567	648	729
Oct 1	x	x	81	162	243	324	405	486	567	648
Oct 16	x	x	x	81	162	243	324	405	486	567

Member Start Date	15-Feb	Feb 28	15-Mar	Mar 31	15-Apr	30-Apr	15-May	31-May	15-Jun	30-Jun
Sept 1	891	972	1053	1134	1215	1296	1377	1458	1539	1620
Sept 16	810	891	972	1053	1134	1215	1296	1377	1458	1539
Oct 1	729	810	891	972	1053	1134	1215	1296	1377	1458
Oct 16	648	729	810	891	972	1053	1134	1215	1296	1377

Member Start Date	15-Jul	July 31	15-Aug	31-Aug
Sept 1	1701	x	x	x
Sept 16	1620	1701	x	x
Oct 1	1539	1620	1701	x
Oct 16	1458	1539	1620	1701

\* Based on 81 hours per pay period. This is the minimum needed each pay period to reach 1700 hours by the end of the term. It does not account for longer/shorter months but is just an average number of hours needed.



# Types of Hours to Record

See WSC Policy  
#9 for more info.

## Service

- Hours towards direct service for project

## Training

- Hours for member development, SERVES training institute, other trainings, and classes.
- 20% Limit per term of service

## Fundraising

- Hours raising funds that directly support the AmeriCorps project only
- 10% Limit per term of service



# Leave Policy

Leave must be pre-approved by supervisor.

No set vacation, sick, or personal leave days.



Members on-track to achieve 1700 hour requirement may be granted short-term (a few days) time off for personal matters.

Members not on-track to achieve 1700 hours may only be granted time off for urgent personal needs such as medical issues, family bereavement leave, and (DSHS) appointments.





# Leave Policy, cont...

## Unexcused Absences

- Three consecutive unexcused absences may result in termination.

## Holiday Leave

- Generally the same as sponsor site.
- Unless approved service is scheduled, holiday hours will not count as service hours.

## Suspension or Administrative Hold

- No service hours credited or living allowance paid.

## Military & Jury Duty Leave:

- Members will be granted leave and earn service hours.
- Military: Maximum 15 days paid duty service.
- Jury Duty: Must provide a copy of the summons to the project site supervisor.



## Alternative Service

See WSC Policy  
#9 for more info.

Join AmeriCorps.  
Go to [AmeriCorps.gov](http://AmeriCorps.gov)

- Members may need to perform alternative service when unable to serve with the host site due to school breaks, extended agency holidays, as the result of inclement weather, or to make up hours because of personal absences.
- Alternative service may be in addition to regular service at the discretion of the supervisor, and not in conflict with site expectations.

### Alternative service must meet three criteria:

1. The service must be pre-approved by the project supervisor.
2. The service must be performed under supervision of a non-profit organization or a local, state, or federal agency.
3. The service must be verifiable.



# Out-of-State Travel and Training

- ❖ Service outside of Washington State is prohibited by WSC.
- ❖ Service and Training outside of the United States is prohibited by WSC.
- ❖ All out-of-state training needs prior approval for a member to travel outside the state of Washington.

## Requests are approved on a case by case basis

- ❖ Supervisor makes the request in writing to the WSC Program Coordinator, and includes:
- ❖ Date(s) and hours of training
- ❖ Description of the training and how it ties into the position description
- ❖ Identify that the site will pay for all member costs of training and travel



## Progressive Disciplinary Action

See Member  
Service Agreement  
for guidelines

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Any behavior which affects the member's ability to perform in their service assignment, or that is not in the best interest of the site or project will be subject for review by the Project Supervisor. Disciplinary action may be taken as outlined in the Member Service Agreement.

It is the intent that problems are settled at the local level. We encourage proactive problem solving over disciplinary measures.

- ☐ Notify your WSC Program Coordinator (PC) if you initiate this process with a member.
- ☐ Provide copies of written warnings to your WSC PC.
- ☐ Suspension needs to be discussed with your WSC PC.
- ☐ Discharge must be approved in advance by your WSC PC.



## Progressive Disciplinary Action

See Member Service  
Agreement for  
guidelines

Join AmeriCorps.  
Go to [AmeriCorps.gov](http://AmeriCorps.gov)

1. First offense - Project Supervisor issues a verbal warning to the member.
2. Second offense -Project Supervisor issues a written warning and correction plan to be signed by both parties. Contact your Program Coordinator to discuss the situation.
3. Third offense - member may be suspended for one day or more without compensation and will not receive credit for any service hours missed. Has to be pre-arranged with WSC.
4. Fourth offense - member may be released for cause – needs to be authorized by WSC.





## Grievance Procedures

See Member Service  
Agreement for  
details

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Go to [AmeriCorps.gov](http://AmeriCorps.gov)

Members may grieve the following items:

Suspension

Denial of Segal AmeriCorps Education Award

Release (Termination) For Cause



# Important Dates to Remember

As a project or site supervisor, it is important that you know when specific paperwork is due to the WSC Coordinator. The [Calendar of Important Dates](#) lets you know when timesheets are due, days the WSC office is closed, when evaluations are due, and lots of other important information.



# National Days of Service



National Day of  
Remembrance

[www.911dayofservice.org](http://www.911dayofservice.org)

A national day in remembrance of 9/11 encouraging all Americans to pledge at least one good deed or service activity.



Make a Difference Day

[www.Makeadifferenceday.com](http://www.Makeadifferenceday.com)

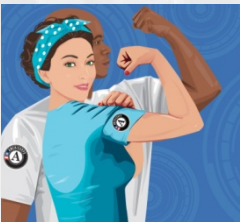
A day for helping others, created by USA Weekend Magazine, Make A Difference Day is an annual event held at the end of October.



Martin Luther King Jr. Day

[www.Mlkday.gov](http://www.Mlkday.gov)

In January, Americans across the country will celebrate the national holiday honoring the life and work of Dr. Martin Luther King, Jr. “A day on versus a day off”.



[AmeriCorps Week](#)

A week to bring more Americans into service, salute AmeriCorps members and alums for their powerful impact, and thank the community partners who make AmeriCorps possible.



National Volunteer  
Week

[www.nationalserviceresources.org](http://www.nationalserviceresources.org)

Local, state and national events this week recognize and celebrate the efforts of volunteers. Join the celebrations April 6-13, 2014\* (tentative)



# Other Important Dates

## AmeriCorps Launch

- ❖ October 18, 2013
- ❖ Annual kick-off for AmeriCorps programs at Seattle Center Fisher Pavillion. Show your AmeriCorps spirit at this energetic celebration. (Disaster Preparedness training offered at the Launch.)



## SERVES Institute

- ❖ October 28 – 30, 2013, is held in Yakima, WA
- ❖ This conference held for WSC Individual Placement and Special Programs members offers training workshops to get professional, developmental training in a variety of disciplines, as well as networking with peers.



# Useful Member Resources

Check out the WSC I.P.  
Webpage:

Members may access information about:

- health insurance
- childcare
- worker's compensation
- life after AmeriCorps
- education award





# Demonstrating Impact

It is important to share the impact of what AmeriCorps volunteers are doing in your communities. Inform WSC of events before they occur so we can promote your event and share your media notices.

Each quarter you will be asked to submit the following information:

- **Legislative Visits / Other Elected Official Visits**
- **Media Articles** (video, radio, newspapers, etc.)
- **Stories of Service** including photo of AmeriCorps volunteer wearing WSC and AmeriCorps gear.

Note: AmeriCorps members should introduce themselves as WSC AmeriCorps member serving at “your site location.”





# Stories of Service



## Be Creative!

- Videos
- Blog posts
- Written stories with pictures of the member in their gear

# The AmeriCorps Pledge



***I will get things done for America -  
to make our people safer,  
smarter, and healthier.***

***I will bring Americans together  
to strengthen our communities.***

***Faced with apathy,  
I will take action.***

***Faced with conflict,  
I will seek common ground.***

***Faced with adversity,  
I will persevere.***

***I will carry this commitment  
with me this year and beyond.***

***I am an AmeriCorps member,  
and I will get things done.***